|  |  |  |  |
| --- | --- | --- | --- |
| **Project: Project:** Two-Day Seminar and Workshop  **Date: 18/12/2024** | | | |
| **Name/Organization:** | Juan Cortez/Success Inc. | | |
| **Overall Project Status of Your Deliverables** | | | |
| **Deliverable Status**  (Red, Yellow, Green)   * **Green**: On track for completion as planned * **Yellow**: Some risks and issues present * **Red**: Will not achieve desired results | **Objectives** | **Current Health** | **Forecast/Trending** |
| Scope | Yellow | Yellow |
| Schedule | Green | Green |
| Budget | Green | Red |
| **Help Needed**  (Requirement and Sources)  Describe as Must Have, Should Have, and Like to Have | **Must Have:** Finalize the agenda for speakers.  **Should Have:** Identify a backup caterer to accommodate dietary restrictions.  **Like to Have:** Additional budget of $2000 for unforeseen refreshment costs. | | |
| **Risks**  (New risks and changes since last report (Add, Change, Delete)) |  **Add:** Potential absence of key personnel due to illness.   **Add:** Limited availability of gluten-free meal options.   **Delete:** AV configuration concerns resolved. | | |
| **Issues**  (Risks that occurred or questions you need responses for) |  Higher-than-expected food cost estimates.   Need clarification on where to schedule the motivational speaker in the agenda. | | |
| **Recent/Pending Decisions** Impacting Project | Finalization of required speakers is critical to completing the agenda. | | |
| **Comments** |  AV issues have been resolved.   Motivational speaker has been successfully identified. | | |